



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Appraiser

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs technical work of routine difficulty in gathering property appraisal information; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Gathers data using controlled procedures for residential real and personal property assessment.
- Responds to petitions for review filed by property owner.
- Prepares data for presentation in the administrative appeal process.
- Communicates with public on such matters as property values, ownership, legal description, widow and veteran exemptions, and statutory classifications.
- Measures, evaluates and calculates pertinent information pertaining to property.
- Travels to sites to conduct field checks.
- Prepares computer reports, maps and diagrams.
- Audits and codes sales affidavits and building permits.
- Posts sales to plat books.
- Administers rental/occupancy files.

Knowledge and Skills:

- Knowledge of the principles, practices and techniques used in property assessment.
- Knowledge of the guidelines and statutes effecting property assessment.
- Knowledge of specialized computer software for property assessment.
- Skill in calculating mathematical computations.
- Skill in preparing sketches and drawings.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

High School Diploma or G.E.D.; AND ability to obtain State of Arizona Department of Revenue Level I Certification within one year from date of employment; AND one year related experience; AND a valid driver's license.